



NOBLE WOMEN'S COLLEGE, MANJERI

Affiliated to University of Calicut & Recognized by Govt. of Kerala

ISO 9001:2015 Certified Institution & Included in the 2(f) list of UGC

Vettekode, Pullancheri P.O, Manjeri- 676122 | 0483 2766364



E-GOVERNANCE POLICY





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Tel/Fax : 0483 2766364 | Cell: 8943 147 989

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E-GOVERNANCE POLICY

Introduction

In acknowledgment of the transformative potential of technology in enhancing administrative efficiency, academic quality, and overall operational effectiveness, Noble women's College, aims to implement a robust e-governance policy. This policy outlines the guidelines and procedures governing the adoption, usage, and management of electronic systems and technologies within the college. The management understands the need to have an e-governance system in place to integrate the administration of the college.

Benefits of E-Governance Implementation

- **Enhanced Efficiency:** Streamlining administrative processes for faster decision-making and effective resource allocation and a paperless environment.
- **Improved Accessibility:** Facilitating easy access to information, services, and resources for students, faculty, and staff.
- **Transparency and Accountability:** Ensuring transparency in operations and fostering greater accountability.
- **Cost Reduction:** Optimizing resources and reducing paperwork through digitization.
- **Quality Enhancement:** Supporting academic excellence through better management of educational resources and services.

Objectives

- To establish a technologically advanced ecosystem that supports seamless administrative and academic operations.
- To ensure data security, privacy, and compliance with relevant regulations.
- To enhance stakeholder satisfaction by providing user-friendly and accessible digital services.
- To streamline and automate administrative processes for increased efficiency.
- To integrate various modules for comprehensive management of administrative, academic, and support services.



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Procedure of Execution

Assessment and Planning:

- Conduct an in-depth analysis of existing systems and identify areas for improvement.
- Formulate a comprehensive plan outlining the roadmap for e-governance implementation.

Infrastructure Setup and Technology Adoption:

- Invest in robust technology infrastructure to support e-governance initiatives.
- Select suitable software and platforms for different modules based on compatibility and functionality.

Training and Capacity Building:

- Provide training programs for faculty, staff, and students on the usage of e-governance systems.
- Ensure continuous learning and skill development related to technology.

Data Security and Compliance:

- Implement stringent security measures and protocols to safeguard data.
- Ensure compliance with data protection laws and ethical guidelines.

Selection of Modules

Administration:

- Human Resources Management
- Staff Attendance and Leave Management
- Procurement and Inventory Control

Finance and Accounts:

- Budgeting and Financial Planning
- Accounts Payable and Receivable
- Expense Management



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Student Support:

- Admission and Enrolment Management
- Academic Advising and Counselling Services
- Student Information System

Examination:

- Exam Scheduling and Timetable Management
- Online Examination System
- Result Processing and Transcript Generation

Course of Implementation

Administration:

- Phase-wise integration of HR, procurement, and inventory management modules.
- Regular monitoring and evaluation to ensure effectiveness.

Finance and Accounts:

- Implementing financial modules gradually.
- Conducting regular audits and reviews for accuracy and compliance.

Student Support:

- Rolling out admission and student information systems.
- Providing comprehensive training to staff and students for effective utilization.

Examination:

- Platform options to conduct internal exams both offline and online given the situation.
- Piloting and refining processes before full-scale deployment.



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